



George Cronin Awards for Procurement Excellence  
2014 HONORABLE MENTION



This training Nationally  
recognized for excellence

# VENDOR DAY

Understanding How the State Does Business  
Develop Strategies for Success



Government Support Services  
100 Enterprise Place, Suite 4  
Dover, Delaware 19904  
website: [gss.omb.delaware.gov](http://gss.omb.delaware.gov)



OFFICE OF SUPPLIER  
DIVERSITY

OSD website: [gss.omb.delaware.gov/osd](http://gss.omb.delaware.gov/osd)

# Agenda

- Housekeeping
- What Are Your Expectations?
- Purchasing Decision Hierarchy & Contract Visibility
- Break at 10:45
- Publicly Advertised Opportunities & How to Prepare
- Under-threshold Opportunities & Supplier Diversity
- Resources

# <http://mymarketplace.delaware.gov>



MyMarketplace  
**Delaware's Procurement Portal**



## Selling to the State

Your Guide to the State's Procurement Practices

### Welcome

The State of Delaware Procurement Portal is an all-inclusive site providing information on how to do procurement business with the state.

The Contracting unit within Government Support Services manages all statewide contracts for goods and services and administers agency contracts, as requested. This team is the State of Delaware's central contracting unit that acts on behalf of State agencies, local government units, authorized volunteer fire companies, and School Districts.

### BIDS AND CONTRACTS



- ▶ Awarded Contracts Directory
- ▶ Bid Solicitation Directory
- ▶ eMarketplace
- ▶ Small Purchase Procedures
- ▶ More Resources

### AGENCY RESOURCES



- ▶ Agency Bid Process Forms
- ▶ I Found It Cheaper
- ▶ Supplier Diversity Opportunities
- ▶ UNSPSC List
- ▶ More Resources

### VENDOR RESOURCES



- ▶ Bid Thresholds
- ▶ Business Licensing
- ▶ Selling to the State Guide
- ▶ Vendor Registration
- ▶ More Resources

### RESULTS DELAWARE



- ▶ Aggregate Contract Usage
- ▶ Environmental Impact
- ▶ Outreach by Contract
- ▶ Public Works Opportunities
- ▶ More Resources

# Reference Tools

- Delaware Code, Title 29, Chapter 69
  - <http://delcode.delaware.gov/title29/c069/index.shtml>
- Government Support Services Website
  - <http://gss.omb.delaware.gov>
- Office of Supplier Diversity (OSD)
  - <http://gss.omb.delaware.gov/osd/index.shtml>

All accessible from MyMarketplace.delaware.gov

# Purchase Decision Hierarchy

- Central Contracts (mandatory use for covered Agencies)
- Existing Agency Contracts (Agency specific)
- What is being purchased? / How much will it cost? / How often will it be purchased?

# First Stop - Central Contracts

- Central contracts are managed by Office of Management & Budget (OMB)/ Government Support Services (GSS)
  - These contracts are for products or services used by 2 or more Agencies

 The majority of these contracts contain a mandatory use clause applicable to all covered State Agencies

# What does Mandatory Use mean?

- Mandatory State Use Contract:
  - Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure through contracts administered by the Government Support Services.
  - Delaware State University, Delaware Technical and Community College, the operations funded by, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of mandatory state use contracts
    - Public school districts are exempt from most central contracts

# Finding Existing Contracts



MyMarketplace

Delaware's Procurement Portal

## BIDS AND CONTRACTS



- ▶ [Awarded Contracts Directory](#)
- ▶ [Bid Solicitation Directory](#)
- ▶ [eMarketplace](#)
- ▶ [Small Purchase Procedures](#)
- ▶ [More Resources](#)





# <http://contracts.delaware.gov>


[Ctrl] + [F] keys opens a Find (search) window

X Find:  Previous Next  Options ▾

Contracts can be sorted by Agency

## Awarded Contracts Directory

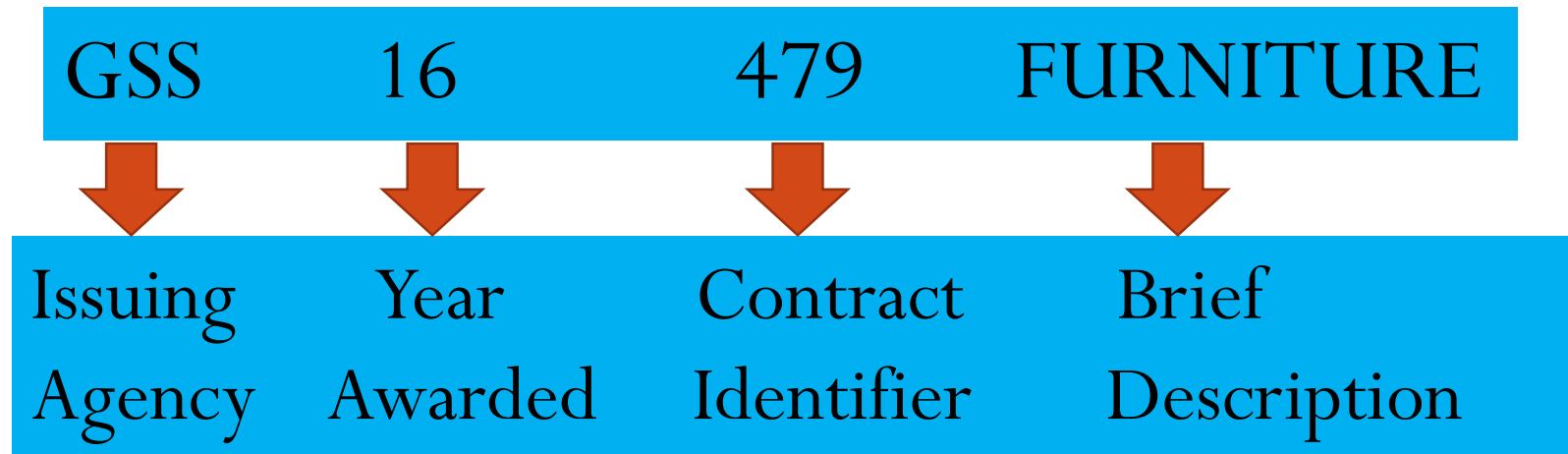
[Awarded Vendors](#) | [Cooperative Contracts](#) | [Set Aside Contracts](#) | [Archived Contracts](#)  
[Current Bid Solicitations](#) | [Recently Closed Solicitations](#) | [Solicitations Not Awarded](#)

Contract Number	Contract Title	eMarketplace	UNSPSC	Agency	Effective Date	Expiration Date	Extension Available
DOT1231-BLUTTH_RDR	<a href="#">Bluetooth Travel Time Reader System</a>		2517	DOT	2/8/2012	1/29/2018	N
GSS16585-ARMOR	<a href="#">Body Armor</a>		4615	GSS	8/1/2016	7/31/2017	Y
DSHA-15153_BOND	<a href="#">Bond Counsel Services</a>		8012	DSHA	8/1/2015	8/1/2018	Y
CSD1617-BTW_TECHNOL	<a href="#">Booker T Washington Bid Pac B</a>		7212	CSD	11/19/2015	11/19/2016	N
DSU12010303-BOOKSTORE	<a href="#">Bookstore Management Services</a>		8016	DSU	7/1/2012	6/30/2017	Y
GSS16365A-BOTTLE_WAT	<a href="#">Bottled Water and Cooler Rental</a>		5020	GSS	8/1/2016	7/31/2017	Y
GSS16365A-BOTTLE_WAT	<a href="#">Bottled Water and Cooler Rental</a>		4810	GSS	8/1/2016	7/31/2017	Y
T201307401.01	<a href="#">BR 1-393 ON SR299 Main Street over Appoquinimink River</a>		7214	DOT	8/29/2016	10/29/2016	N
GSS15005-BREAD_PROD	<a href="#">Bread and Bread Products</a>		5018	GSS	9/1/2015	8/31/2017	Y
DOT13-1672-BridgeDesign	<a href="#">Bridge Design Services</a>		8110	DOT	2/5/2014	2/7/2017	N

Central contracts start with either GSS or GSA

Some contracts have a shopping cart attached to them – more on this later

# Contract Numbering Convention



All central contracts start with GSS (sometimes GSA)

# Contract Details

## Laboratory Supplies and Equipment, Contract No. GSS14026-LAB\_SUPPL

This contract has been multiple awarded. State Agencies should review all contract documents associated with the award prior to contacting any of the vendors. The award has been split into two sections and not all vendors are awarded all sections. Careful attention should be paid to the Pricing Spreadsheet file associated with this award.

8 awards for  
initial 2 year  
contract term,  
7 awards at 1<sup>st</sup>  
extension &  
pricing update

### Agency Award Documents

[Award Notice - Addendum 1](#)

Effective: 02/15/2016

[Pricing Spreadsheet - Addendum 6](#)

Effective: 11/07/2016

[Addendum History](#)

### Vendor Information

[Effective Communication Strategies, LLC](#)

M/WBE

Vets/SDV

DE

Y

[Fisher Scientific Company, LLC](#)

[Government Scientific Source, Inc.](#)

[Neta Scientific, Inc.](#)

Y

[Shamrock Glass Company, Inc.](#)

Y

[Thomas Scientific, Inc.](#)

[VWR International, LLC](#)  
VWR Corporation

Y

### Contract Usage Information

[Total Aggregate Spend](#)

[Total Aggregate Spend - FY 2012 and Prior](#)

[Usage Report - FY 2017](#)

[Usage Report - FY 2016](#)

[Usage Report - FY 2015](#)

[Usage Report - FY 2014](#)

[Usage Report - FY 2013](#)

[Usage Report - FY 2012](#)

[Usage Report - FY 2011](#)

[Usage Report - FY 2010](#)

[Usage Report - FY 2009](#)

### Vendor Bid Documents

• [RFP - Material and Nonprofessional Services](#)

• [Appendix B - Pricing](#)

• [RFP - WORD Format](#)

• [Addendum 1 - Q&A](#)

• [Addendum 2 - due date extension](#)

• [Proposals Received List](#)

# Competitor – or Partner

## PROPOSALS SUBMITTED

9 submissions

BUSINESS NAME	ADDRESS	CONTACT NAME	PHONE	EMAIL
Effective Communication Strategies	P.O. Box 90762 Alexandria, Virginia, 22309	Paul W. Bricker	910-849-8997	<a href="mailto:paul@ecommunicationstrategies.com">paul@ecommunicationstrategies.com</a>
VWR International, LLC	Radnor Corporate Center, Suite 200, 100 Matsonford Drive, Radnor, PA 19087	Jeff Rhoades	610-386-1700	<a href="mailto:vwrcustomerservice@vwr.com">vwrcustomerservice@vwr.com</a>
Waters Technologies Corporation	34 Maple Street, Milford, MA 01757	Mark N. Groudas	508-482-8570	<a href="mailto:gloria_avotte@waters.com">gloria_avotte@waters.com</a>
A. Daigger & Co., Inc.	620 Lakeview Pkwy, Vernon Hills, IL 60061	Kathy Madaj	800-621-7193	<a href="mailto:daigger@daigger.com">daigger@daigger.com</a>
Government Scientific Source, Inc.	12351 Sunrise Valley Dr., Reston, VA 20191	Scott Stackhouse	800-248-8030	<a href="mailto:sstackhouse@govsci.com">sstackhouse@govsci.com</a>
Shamrock Glass Co., Inc.	P.O. Box 686, Seaford, DE 19973	Bunnie Gallagher Williams	302-629-5500	<a href="mailto:sales@shamrockglass.biz">sales@shamrockglass.biz</a>
Thomas Scientific	1654 High Hill Road, Swedesboro, NJ 08056	Charles Lipeles	856-472-3901	<a href="mailto:charlesl@thomassci.com">charlesl@thomassci.com</a>
Neta Scientific, Inc.	4206 Sylon Blvd, Hainesport, NJ 08036	Elaine R. Macy	609-265-8210	<a href="mailto:sales@netascientific.com">sales@netascientific.com</a>
Fisher Scientific	300 Industry Drive, Pittsburgh, PA 15275	Tom Nicolson	800-766-7000	<a href="mailto:ATLQuotes@fishersci.com">ATLQuotes@fishersci.com</a>

Available on line!

# Pricing sheets (original document)

K12 PRICING		
CONTRACT NO. GSS14026-LAB-SUPPL		
Laboratory Supplies and Equipment		

## School District Pricing List

SEE AWARD NOTICE FOR FREIGHT CHARGE INFORMATION			Effective Comm			Fisher			Neta			VWR		
	Item Description	Equivalent Product/Part Number	Unit of Measure Sell Price	Unit of Measure (If Substitution )	Description (If Substitution) Include Part Number	Unit of Measure Sell Price	Unit of Measure (If Substitution n)	Description (If Substitution) Include Part Number	Unit of Measure Sell Price	Unit of Measure (If Substitution)	Description (If Substitution) Include Part Number	Unit of Measure Sell Price	Unit of Measure (If Substitution)	Description (If Substitution) Include Part Number
1	Aprons, Rubberized, 36 x 46	Flinn AP7127	\$242.88	Qty 12	706254-Black Rubberized Laboratory	\$4.27	PKG 12	N/A	\$8.88	EA	PN # Fish-S47561E	\$8.51	EACH	VWR #470148-648
2	Aprons, Rubberized, 27 x 36	Flinn AP7125	\$182.16	Qty 12	Rubberized Laboratory	\$3.05	PKG 12	N/A	\$11.20	EA	PN # Fish-	\$7.23	EACH	674
3	Atom Model	Flinn AP6711	\$89.64	1	Plus	\$40.67	EA	N/A	\$80.07	EA	PN # Fish-	\$38.86	EA	296
4	Bags, plastic, self-sealing 15 cm x 20 cm	Science Kit 64354 M02	\$11.62	BOX OF 100	self-locking for	\$11.57	PK	BAGS 6X9IN 100/PK	NO	BID	N/A	\$2.74	PK / 50	816
5	Scout Pro 200g capacity .01g	Science Kit 47191-02	\$445.05	1	702441-same	\$202.21	EA	N/A	NO	BID	N/A	\$278.64	N/A	N/A
6	Balances, Triple Beam Low Form	Science Kit 60375M00	\$175.95	1	702150-match	\$76.03	EA	TRIPLE BEAM W/SS	NO	BID	N/A	\$105.16	N/A	N/A
7	Battery, Alkaline AAA	Science Kit 69996-00	\$2.19	1	industrial Alkaline AAA	\$3.07	PK	ALAKALINE BATTERY	NO	BID	N/A	\$0.65	N/A	N/A
8	Battery, Super Heavy Duty, AA	Science Kit 69992-00	\$2.19	1	industrial Alkaline AA	\$3.17	PK	VATTERY 1.5V 4/PK	NO	BID	N/A	\$1.20	N/A	N/A
9	Battery, Heavy Duty 9V	Science Kit 69530-00	\$5.69	1	Industrial Alkaline 9v	\$2.87	EA	BATTERY 9 VOLT	NO	BID	N/A	\$2.34	N/A	N/A
10	Beaker, Borosilicate glass, 50 mL	FB-100-50	\$35.65	pkg of 12	731003-same	\$23.34	PKG 12	N/A	\$28.90	PK/12	PN # 1000-50	\$41.25	PK / 12	198

## Core Pricing List

SEE AWARD NOTICE FOR FREIGHT CHARGE INFORMATION					Fisher			Gov Sci			Neta			Shamrock			Thomas			VWR		
Supplier	Part Number	Item Description	Unit of Measure	Unit of Measure Sell Price	Unit of Measure (If Substitution)	Description (If Substitution) Include Part Number	Unit of Measure Sell Price	Unit of Measure (If Substitution)	Description (If Substitution) Include Part Number	Unit of Measure Sell Price	Unit of Measure (If Substitution)	Description (If Substitution) Include Part Number	Unit of Measure Sell Price	Unit of Measure (If Substitution)	Description (If Substitution) Include Part Number	Unit of Measure Sell Price	Unit of Measure (If Substitution)	Description (If Substitution) Include Part Number	Unit of Measure Sell Price	Unit of Measure (If Substitution)	Description (If Substitution) Include Part Number	
1	Hamilton Scientific	926R3410	Thermo Scientific, Hamilton Tote Trays, 19Lx10Wx4in. H (48 x 25 x 10)	Each	<del>\$11.92</del>	<del>EACH</del>	<del>SFTQTE40</del>	\$ 16.44	EACH	N/A	\$19.07	EA	N/A	NO	BID	N/A	\$ 23.63	Each	Polyethylene Tray, 14" x 18" x 12"-18" x 5-5/8", Thick, 94473820	\$17.76	EACH	VWR#470148-908
2	Kimble Chase	1408001EMD	Beaker Set, 5 piece, 50mL, 100mL, 250mL, 600mL, 1000mL	Set	\$21.12	SET	S30731	22.15	CASE OF 5	#1BEAKER STRIP PK S/DIFF SZ	\$30.46	SET	N/A	NO	BID	N/A	\$ 22.07	Set	W FORM SCALE SET 1208/46	22.97	SET	N/A
3	Fisher	02-682-550	Snap Cap, Flat Top Graduated Microcentrifuge Tubes, Nonsterile, 1.5mL	Pack of 500	<del>\$13.39</del>	<del>PACK OF 500</del>	<del>509-GRD-FIS</del>	<del>24.11</del>	<del>PACK OF 500</del>	N/A	\$38.61	PK/500	PN # MCT-150-C: Oxygen 15ml	NO	BID	N/A	\$ 13.43	Pack of 500	Natural Non-sterile pack of 500, Thomas	\$12.45	PK/500	VWR#201100-355
4	Hamilton Scientific	926R3430	Thermo Scientific, Hamilton Tote Trays, 19Lx14.25Wx4in. H (48 x 36 x 10)	Each	<del>\$13.41</del>	<del>EACH</del>	<del>SFTQTE44</del>	\$ 19.97	EACH	N/A	\$20.35	Each	N/A	NO	BID	N/A	\$ 20.58	Each	Polyethylene Tray, 24.5 x 19 x 3.5 in. Shallow, 94473820	\$17.76	EACH	VWR#470148-908
5	Fisher	22-037-353	Fisherbrand, Sharps-A-Gator, Sharps Container, Sliding Lid, 2 Gallon	Each	\$2.75	EACH	31156316	\$ 4.30	EACH	N/A	\$4.71	Each	N/A	NO	BID	N/A	\$101.04	Case of 20	Sharps Container, 2 Gallon, 24" x 18" x 12" (2 gal), nestable	\$3.40	EACH	VWR#470148-006
6	Thermo Scientific	AB-0981	Thermo Scientific, Abgene, Storage Plate Cap Strips, 0.8mL	Case of 120	\$25.81	CASE OF 120	N/A	43.24	CASE OF 120	N/A	\$49.23	Case of 120	N/A	NO	BID	N/A	\$142.97	Case of 180	Strip Cap, Non-Sterile, 180	\$151.51	CS/180	VWR#470148-000
7	Fisher	1381461	Fisherbrand, Aluminum Dissecting Pan, with w/ax, 11x17x5 in.	Each	\$8.79	EACH	N/A	27.15	EACH	N/A	\$27.47	Each	N/A	NO	BID	N/A	No Bid	BID	N/A	\$9.00	EACH	VWR#470148-154
8	Biometrix Vitex	22231	2 Gram Positive Susceptibility Test Cards, for use with Vitex 2 systems,	Pack of 20	\$187.18	PACK OF 20	N/A	NO	BID	N/A	\$212.55	Pack of 20	N/A	NO	BID	N/A	No Bid	BID	N/A	NO	BID	N/A
9	Decon Laboratories	7001	Deacon, Baodown, Hand Soap, 34 oz. (1L) Pump Bottle	Case of 12	\$14.69	CASE OF 12	N/A	289.88	CASE OF 12	N/A	\$301.11	Case of 12	N/A	NO	BID	N/A	*****	Case of 12	HANDSOAP, 1L 2901R25	119.34	CS/6	VWR#301000-124
10	Fisher	01-800-00	Fisherbrand, Biohazard Specimen Transport Bags, Light Duty, 4Lx6H	Case of 100	\$34.74	CASE OF 1000	N/A	\$ 138.58	CASE OF 1000	N/A	\$127.13	Case of 1000	N/A	NO	BID	N/A	\$ 93.87	Box of 500	biohazard specimen Transport Bags, 4L x 6H, 1000	\$104.86	CS/500	VWR#470148-684, VWR BAG BIOHAZARD SPECIMEN

# Contract Activity – High Level

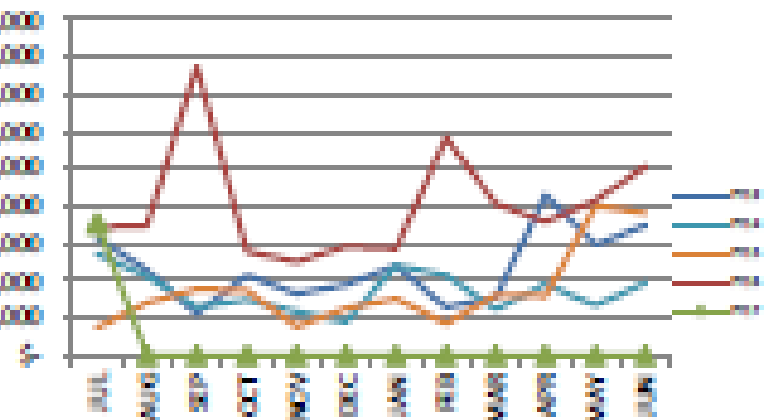
## State Contract Spend Summary

	Aggregate Total Contract Spend				
	FY13	FY14	FY15	FY16	FY17
JUL	\$ 314,906	\$ 272,434	\$ 75,762	\$ 343,271	\$ 354,530
AUG	\$ 239,381	\$ 212,494	\$ 141,645	\$ 347,956	\$ -
SEP	\$ 111,638	\$ 138,881	\$ 178,633	\$ 775,517	\$ -
OCT	\$ 214,196	\$ 148,433	\$ 174,454	\$ 277,849	\$ -
NOV	\$ 366,426	\$ 117,632	\$ 78,433	\$ 252,193	\$ -
DEC	\$ 388,201	\$ 90,309	\$ 125,731	\$ 291,781	\$ -
JAN	\$ 241,124	\$ 341,734	\$ 152,385	\$ 286,199	\$ -
FEB	\$ 128,993	\$ 215,311	\$ 85,769	\$ 583,644	\$ -
MAR	\$ 155,863	\$ 134,233	\$ 162,300	\$ 406,997	\$ -
APR	\$ 429,503	\$ 191,302	\$ 160,477	\$ 358,668	\$ -
MAY	\$ 297,341	\$ 134,930	\$ 402,379	\$ 416,287	\$ -
JUN	\$ 349,232	\$ 194,388	\$ 382,017	\$ 506,549	\$ -
YTD Comparative Mo. Avg	\$ 235,649	\$ 173,830	\$ 176,657	\$ 403,926	\$ 354,530
YTD Comparative Total	\$ 2,827,784	\$ 2,003,960	\$ 2,119,884	\$ 4,847,111	\$ 354,530
% Increase		-26.7%	2.2%	128.6%	-12.2%
Overall Mo. Avg	\$ 235,649	\$ 173,830	\$ 176,657	\$ 403,926	\$ 38,544
Overall Year Total	\$ 2,827,784	\$ 2,003,960	\$ 2,119,884	\$ 4,847,111	\$ 354,530
Overall % Increase		-26.7%	2.2%	128.6%	-92.7%
(based on monthly average)					

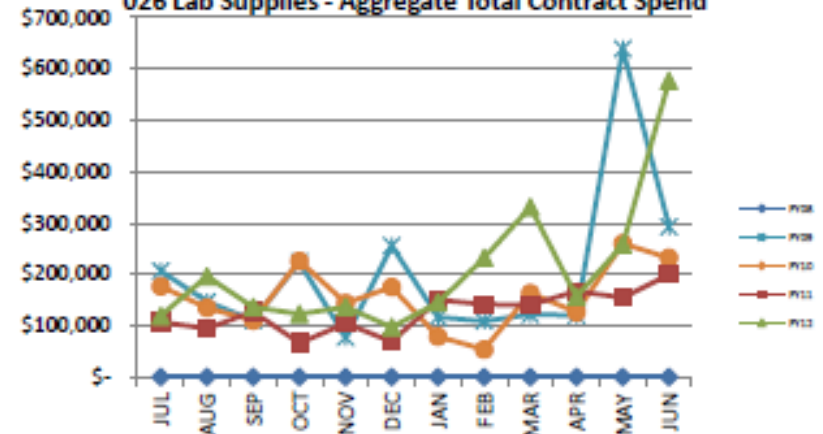
## State Contract Spend Summary

	Aggregate Total Contract Spend				
	FY08	FY09	FY10	FY11	FY12
JUL	\$ -	\$ 206,482	\$ 176,560	\$ 106,917	\$ 119,101
AUG	\$ -	\$ 146,380	\$ 134,656	\$ 94,677	\$ 195,883
SEP	\$ -	\$ 110,148	\$ 109,991	\$ 127,417	\$ 136,172
OCT	\$ -	\$ 224,029	\$ 225,845	\$ 66,373	\$ 122,701
NOV	\$ -	\$ 77,005	\$ 143,817	\$ 104,611	\$ 136,373
DEC	\$ -	\$ 255,716	\$ 175,111	\$ 68,908	\$ 97,303
JAN	\$ -	\$ 116,558	\$ 78,654	\$ 149,796	\$ 144,778
FEB	\$ -	\$ 108,988	\$ 53,396	\$ 141,571	\$ 231,911
MAR	\$ -	\$ 121,552	\$ 163,089	\$ 140,611	\$ 330,893
APR	\$ -	\$ 120,575	\$ 126,115	\$ 166,791	\$ 156,259
MAY	\$ -	\$ 639,453	\$ 260,185	\$ 155,050	\$ 257,645
JUN	\$ -	\$ 292,692	\$ 232,007	\$ 199,623	\$ 577,071
YTD Comparative Mo. Avg	\$ -	\$ 201,631	\$ 156,619	\$ 126,862	\$ 208,841
YTD Comparative Total	\$ -	\$ 2,419,578	\$ 1,879,426	\$ 1,522,346	\$ 2,506,089
% Increase		0.0%	-22.3%	-19.0%	64.6%
Overall Mo. Avg	\$ -	\$ 201,631	\$ 156,619	\$ 126,862	\$ 208,841
Overall Year Total	\$ -	\$ 2,419,578	\$ 1,879,426	\$ 1,522,346	\$ 2,506,089
Overall % Increase		0.0%	-22.3%	-19.0%	64.6%
(based on monthly average)					

## 026 LABORATORY SUPPLIES - Aggregate Total Contract Spend



## 026 Lab Supplies - Aggregate Total Contract Spend



# Agency, School, Municipality Spend

10/4/2016

Total Agency Contract Spend

FY13	FY14	FY15	FY16	FY17
\$ 310,814	\$ 269,148	\$ 60,424	\$ 308,195	\$ 305,824
\$ 224,830	\$ 208,028	\$ 132,050	\$ 294,110	\$ -
\$ 109,920	\$ 123,709	\$ 171,708	\$ 742,070	\$ -
\$ 207,341	\$ 137,633	\$ 156,514	\$ 262,645	\$ -
\$ 160,494	\$ 116,692	\$ 70,120	\$ 231,869	\$ -
\$ 186,783	\$ 83,010	\$ 121,423	\$ 287,019	\$ -
\$ 234,017	\$ 238,249	\$ 142,223	\$ 269,740	\$ -
\$ 121,260	\$ 209,407	\$ 77,128	\$ 572,119	\$ -
\$ 151,601	\$ 113,397	\$ 162,253	\$ 383,912	\$ -
\$ 427,055	\$ 180,088	\$ 154,139	\$ 315,531	\$ -
\$ 282,870	\$ 129,040	\$ 395,941	\$ 392,999	\$ -
\$ 347,113	\$ 181,510	\$ 342,920	\$ 483,139	\$ -
\$ 230,342	\$ 165,826	\$ 165,572	\$ 378,612	\$ 305,824
\$ 2,764,098	\$ 1,989,911	\$ 1,986,861	\$ 4,543,348	\$ 305,824
-28.0%	-0.2%	128.7%	-19.2%	

\$ 230,342	\$ 165,826	\$ 165,572	\$ 378,612	\$ 25,485
\$ 2,764,098	\$ 1,989,911	\$ 1,986,861	\$ 4,543,348	\$ 305,824
-28.0%	-0.2%	128.7%	-93.3%	

Total School Contract Spend

FY13	FY14	FY15	FY16	FY17
\$ -	\$ -	\$ 3,269	\$ 21,765	\$ 22,635
\$ -	\$ -	\$ 6,932	\$ 30,679	\$ -
\$ -	\$ -	\$ 4,709	\$ 26,590	\$ -
\$ -	\$ -	\$ 5,458	\$ 14,306	\$ -
\$ -	\$ -	\$ 3,992	\$ 6,019	\$ -
\$ -	\$ -	\$ 1,400	\$ 22	\$ -
\$ -	\$ -	\$ 554	\$ (920)	\$ -
\$ -	\$ -	\$ 1,793	\$ 1,418	\$ -
\$ -	\$ 1,820	\$ 46	\$ 1,840	\$ -
\$ -	\$ 2,701	\$ 1,960	\$ 9,069	\$ -
\$ -	\$ 1,542	\$ 3,663	\$ 7,451	\$ -
\$ -	\$ 4,799	\$ 24,327	\$ 9,481	\$ -
\$0	\$ 2,715	\$ 4,842	\$ 10,643	\$ 22,635
\$ -	\$ 10,862	\$ 58,103	\$ 127,721	\$ 22,635
0.0%	78.3%	119.8%	112.7%	

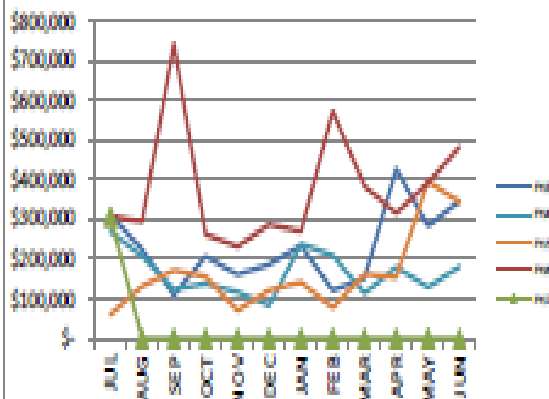
\$0	\$ 905	\$ 4,842	\$ 10,643	\$ 1,886
\$ -	\$ 10,862	\$ 58,103	\$ 127,721	\$ 22,635
0.0%	434.9%	119.8%	-82.3%	

Total Municipality Contract Spend

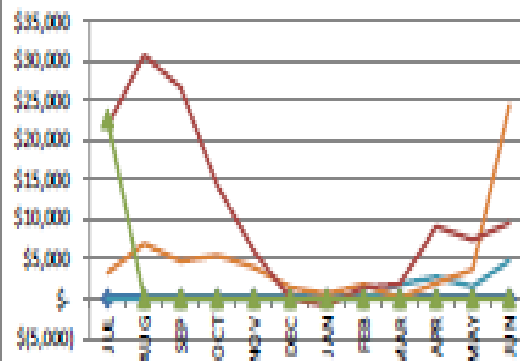
FY13	FY14	FY15	FY16	FY17
\$ 4,092	\$ 3,286	\$ 12,069	\$ 13,311	\$ 26,070
\$ 4,550	\$ 4,466	\$ 2,663	\$ 23,167	\$ -
\$ 1,708	\$ 6,172	\$ 2,215	\$ 6,857	\$ -
\$ 6,855	\$ 11,799	\$ 12,482	\$ 897	\$ -
\$ 5,932	\$ 940	\$ 4,322	\$ 14,305	\$ -
\$ 2,418	\$ 7,299	\$ 2,908	\$ 4,741	\$ -
\$ 7,107	\$ 3,476	\$ 9,507	\$ 17,579	\$ -
\$ 7,733	\$ 5,903	\$ 6,848	\$ 10,107	\$ -
\$ 4,262	\$ 9,017	\$ -	\$ 21,245	\$ -
\$ 2,449	\$ 8,413	\$ 4,358	\$ 34,067	\$ -
\$ 14,471	\$ 4,338	\$ 2,776	\$ 15,837	\$ -
\$ 2,109	\$ 8,078	\$ 14,770	\$ 13,929	\$ -
\$ 5,307	\$ 6,099	\$ 6,243	\$ 14,670	\$ 26,070
\$ 63,686	\$ 73,187	\$ 74,919	\$ 176,042	\$ 26,070
14.9%	2.4%	135.0%	77.7%	

\$ 5,307	\$ 6,099	\$ 6,243	\$ 14,670	\$ 2,173
\$ 63,686	\$ 73,187	\$ 74,919	\$ 176,042	\$ 26,070
14.9%	2.4%	135.0%	-85.2%	

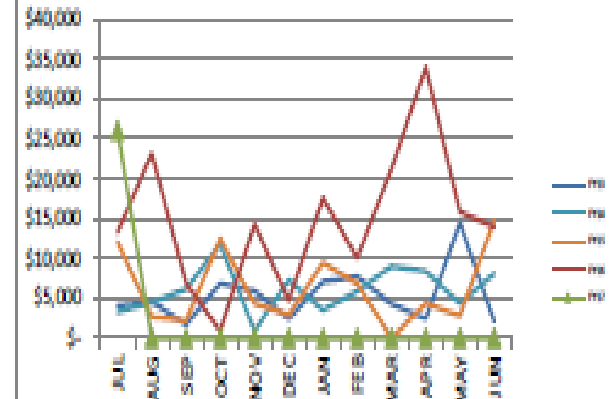
026 LABORATORY SUPPLIES - Total Agency Spend



026 LABORATORY SUPPLIES - Total School Spend



026 LABORATORY SUPPLIES - Total Municipality/Non-Profit Spend





# Agency Spend on Contracts

	Vendor	Customer Group	Customer's Department, SCHOOL DISTRICT, MUNICIPALITY / NON-PROFIT	Customer's State Agency, School, or MUNICIPALITY / NON-PROFIT	Item Description	Awarded Contract	CONTRACT ITEM NUMBER	Unit of Measure	Qty	Contract Proposal Price/Rate	Total Spend	Month of Spend
2487	FISHER SCIENTIFIC COMPANY	Department	Department of Natural Resources	STATE OF DELAWARE	NBS CONDUCTIVITY STD .001 MEG	Yes	093283	EA	1	\$37.25	\$37.25	July-16
2488	FISHER SCIENTIFIC COMPANY	Department	Department of Natural Resources	STATE OF DELAWARE	NUTRIENT BFR SOL PLW 6ML PK/50	Yes	NC9535740	EA	1	\$52.08	\$52.08	July-16
2489	GOVERNMENT SCIENTIFIC	State Agency	Department of Natural Resources	Office of Environmental Protection	Bacteriological Petri Dishes	Yes	COR351006CS	CS	1	\$208.28	\$208.28	July-16
2490	GOVERNMENT SCIENTIFIC	State Agency	Department of Natural Resources	Office of Environmental Protection	Bacteriological Petri Dishes	Yes	COR351006CS	CS	1	\$208.28	\$208.28	July-16
2491	NETA SCIENTIFIC, INC.				NO TRANSACTIONS FOR THIS REPORTING PERIOD						\$0.00	July-16
2492	THOMAS SCIENTIFIC	State Agency	Department of Health & Social Services	DELAWARE PUBLIC HEALTH LABORATORY	TWD# ASPS-03 ANTI STATIS POLYPROPYLENE S	YES	SPECIAL-NHP	EA	4	\$309.03	\$1,236.12	July-16
2493	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	50UL SUBMICRO CELL Z15	YES	8495F10	EA	1	\$265.93	\$265.93	July-16
2494	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	CELL CULT INSERT 24-WELL PET .4UM CS48	YES	0197A22	CS	2	\$126.93	\$253.86	July-16
2495	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	SPIN-X FILTER 2ML .22UM,NY,NS,BK,200 BAG/2	YES	4596G44	CS	4	\$293.02	\$1,172.08	July-16
2496	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	UV CUVETTES 8.5MM 70UL PK500	YES	8495U24	PK	5	\$308.04	\$1,540.20	July-16
2497	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	Non-Hazardous Lab Waste Bin	YES	1212X15	CS	1	\$49.19	\$49.19	July-16
2498	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	BLUE SCREW CAPS 100/PK	YES	2714N60	PK	8	\$20.06	\$160.48	July-16
2499	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	M199 6 X 500 ML	YES	8003K55	PK	1	\$81.28	\$81.28	July-16
2500	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	25MM PCTE MEM 10UM PK 100	YES	4663G53	PK	1	\$74.17	\$74.17	July-16
2501	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	SCREW CAP VIALS CLEAR 100/P	YES	2714N57	PK	8	\$19.01	\$152.08	July-16
2502	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	CULTURE PLATE 96WELL CS50	YES	6902D11	CS	1	\$84.95	\$84.95	July-16
2503	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	NEOGARD Chloroprene Gloves SMALL	YES	1215N20	CS	2	\$130.60	\$261.20	July-16
2504	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	NEOGARD Chloroprene Gloves LARGE	YES	1215N22	CS	2	\$130.60	\$261.20	July-16
2505	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	WATER ACS HPLC 4L	YES	C001P07	CS	1	\$90.60	\$90.60	July-16
2506	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	25MM PCTE MEM 20 UM PK 100	YES	4663G73	PK	1	\$72.39	\$72.39	July-16
2507	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	NEOGARD Chloroprene Gloves MEDIUM	YES	1215N21	CS	1	\$130.60	\$130.60	July-16
2508	THOMAS SCIENTIFIC	State Agency	HIGHER EDUCATION	UNIVERSITY OF DELAWARE	FLTR SYS,500ML,.22UM,PES,S,IND,CS 12	YES	4619W84	CS	2	\$126.80	\$253.60	July-16
2509	VWR INTERNATIONAL, LLC	State Agency	Department of Correction	DE STATE OF	3/4IN SPLIT KEY RINGS	Yes	300068-554	PK	1	\$23.07	\$23.07	July-16
2510	VWR INTERNATIONAL, LLC	State Agency	Department of Correction	DE STATE OF	1.5-OZ. WHITE LITHIUM GREASE	Yes	300080-824	EA	6	\$3.98	\$23.88	July-16
2511	VWR INTERNATIONAL, LLC	State Agency	Department of Correction	DE STATE OF DEPT OF	GLOVE NITRILE BLACK XL 100BX	Yes	10159-896	CS	1	\$103.47	\$103.47	July-16
2512	VWR INTERNATIONAL, LLC	State Agency	Department of Correction	DE STATE OF DEPT OF	46373 12IN T G PLIERCUSHION	Yes	300001-938	EA	1	\$22.32	\$22.32	July-16




# Remember that shopping cart?



Contract Number	Contract Title	eMarketplace
GSS16036-MILK_DAIRY	<a href="#">Milk, Dairy, and Juice Products</a>	
GSS15129-PLUMB_SUPL	<a href="#">Plumbing Supplies</a>	
GSS13127-FASTENERS	<a href="#">Fasteners</a>	
GSS12017-HVAC_FILTRS	<a href="#">HVAC Filters</a>	
GSS11577-INDUSTRIAL	<a href="#">Industrial Supplies and Equipment</a>	
GSS10412-REMAN_TONER	<a href="#">Remanufactured Toner Cartridges</a>	

# End User Contract Shopping

**State of Delaware**  
**eMarketplace**

Shop > Shopping > Shopping Home > Home/Shop

Search

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

[\[Manage Showcases\]](#)

**Welcome to the  
State of Delaware  
eMarketplace**

eMarketplace provides a familiar online shopping experience for the State's most actively used contracts.

You can purchase any item listed in eMarketplace, regardless of vendor or contract.

If you don't find what you are looking for here, it may be that the item is covered by another of our many contracts. To review the details of ALL contracts visit <http://contracts.delaware.gov>

**How do I shop?**































- Search by keyword or item number
- Shop by a specific supplier or groups of suppliers
- Create, name and fill one or multiple carts
- Check-out: Pay by P-card or request "Invoice Me Later" option

**Settings designed with you in mind ...**

- Set your personal favorites for easier repeat ordering
- Start shopping now, then save your cart. You can come back later to complete the purchase
- View personal past purchase history
- See the streamlined purchase workflow as it is processed in the system

**Still have questions?**  
Click on one of the Training links below:

**Industrial Supplies, Commodities and Equipment**

 AP	 Barcelona Sporting Goods	 BEST 50 Planning / Supplies	 Class C Solutions Group Industrial & Commercial Supply Co.	 Colonial Electric
 DIAMOND CHEMICAL COMPANY INC.	 ECS Industrial Chemical Supply Co.	 hand2mind Industrial Chemical Supply Co.	 FASTENAL	 FERGUSON
 Fisher Scientific	 FREY Scientific	 Scientific Source	 GRADNER	 GraybaR
 KSI	 McConnico Products	 MSC Industrial Supply Co.	 Ncta	 OfficeMax
 Robnet inc	 RUMSEY Industrial Chemical Supply Co.	 S.H. SCHOOL HEALTH	 School Specialty	 Stambeck Glass
 STAPLES Minimum order size is \$35	 State Industrial Supply Co.	 Thomas Scientific	 Tools & More	 UNITED ELECTRIC SUPPLY

State of Delaware eMarketplace

Michelle Morin | Action Items 19 | Notifications 10 | 7.46 USD

Shop | Shopping | Shopping Home | Product Search - Lab Supplies

Search Lab Supplies glass Go

Go to: [advanced search](#) | [favorites](#) | [history](#) | [track order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

Results for: Lab Supplies : glass

Showing 1 - 200 of 4000+ Results Need Help? Compare Selected: 0

Results Per Page 200 Sort by: Best Match Page 1 of 20

**Filter Results**

Where are my counts?

By Custom Attribute

Green

Made in USA

By Product Flag

Green

By Supplier Class

OSD

Delaware Supplier

By Supplier

Effective Communication Strategies

MSC Industrial Supply

Neta Scientific, Inc.

Shamrock Glass Company, Inc.

Acme Paper & Supply

Daigger Scientific

Fisher Scientific

Government Scientific Source, Inc

Staples

Thomas Scientific

VWR International

By Category

Antibacterials/Sealants

**Pyrex" Griffin Glass Beaker, Low Form, Measuring, 4,000 mL** from Effective Communication Strategies **75.33 USD**

Part Number 721217

Manufacturer Info 721217 - (Pyrex)

xOSD Weight 5 Yes

4000mL, EA

1 Add to Cart

add favorite | compare

**Stirring Rods, Glass, 6 x 250 mm, Pack of 12** from Effective Communication Strategies **7.25 USD**

Part Number 711309

Manufacturer Info 711309 - (Carolina Biological Supply Company)

xOSD Weight 5 Yes

EA

1 Add to Cart

add favorite | compare

**Pyrex" Glass Test Tube, 20 x 150 mm, Pack of 72** from Effective Communication Strategies **73.31 USD**

Part Number 730018

Manufacturer Info 730018 - (Pyrex)

xOSD Weight 5 Yes

EA

1 Add to Cart

add favorite | compare

**CHEM-SOLV LAB GLASS CLEANER 1L CHEM-SOLV Laboratory Glassware Cleaner Biodegradable cleaner is ideal for difficult cleaning problems and applications where chromic acid may be used. Effective on silicone greases dried blood and other organic residues. Cl** from VWR International **74.84 USD**

Part Number MK215704 (EA)

Manufacturer Info 2157-04 - (AVANTOR PERFORMANCE MATERIALS)

0.95L, EA

1 Add to Cart

add favorite | compare

**GLASS CLEANER 18OZ CS12 Foaming Glass Cleaner Fast-drying non-streaking glass cleaner removes hand oils ink marks dust fingerprints and more from CRTs computers and other hard surfaces. Protects against static build-up. 510.3g rosol can.** from VWR International **53.95 USD**

Part Number 14216-040 (CS)

Manufacturer Info 1625-18S - (TECH SPRAY)

1UNIT, CS

1 Add to Cart

add favorite | compare

20



How do the contracts start?

How can my company participate?



MyMarketplace

## Delaware's Procurement Portal

### BIDS AND CONTRACTS



- ▶ [Awarded Contracts Directory](#)
- ▶ [Bid Solicitation Directory](#)
- ▶ [eMarketplace](#)
- ▶ [Small Purchase Procedures](#)
- ▶ [More Resources](#)



# Procurement Thresholds – Dictate when a procurement must be publicly competed

Procurement Classification	Spend Range 1 (under threshold)	Spend Range 2 (under threshold)	Spend Range 3 (over threshold) 
Materiel & Non Professional Services	Less than \$10,000 (annual spend)  Open Market Purchase	\$10,000 - \$24,999 (annual spend)  3 Written Quotes	\$25,000 and over (annual spend)   Formal Procurement (RFP/ITB)
Public Works	Less than \$50,000 (term of contract) Open Market	\$50,000 - \$99,999 (term of contract) 3 written Quotes	\$100,000 and over (term of contract) Formal Procurement
Professional Services	Less than \$50,000 (term of contract) Open Market	N/A	\$50,000 and over (term of contract) Formal Procurement



# Bids.delaware.gov

## Bid Solicitation Directory

RSS

The Bid Solicitation Directory is the State's central repository across all three branches of state government that have an open Request for Information (RFI), Request for Quote (RFQ), Invitation to Bid (ITB), and/or a Request for Proposal (RFP). The goal of this directory is to provide a centralized location to find state RFIs, ITBs and RFPs without requiring knowledge of the specific structure of state government.

Please take a moment to register for any area of business you may wish to receive notification on here: <https://denotificationservices.bbcportal.com/>. Please see the [Step by Step Guide](#) on how to register.

For more information about working with the State on bids, please see the [Doing Business with the State Topic Page](#).

▲ Ad Date ▼	▲ Agency ▼ (Agency Acronyms)	▲ UNSPSC ▼ (UNSPSC Information)	▲ Contract Title/Description ▼	▲ Deadline Date ▼
10/24/2016	DOT	7215	<a href="#">Equipment Maintenance and Repair - Supplemental Bid</a>	11/22/2016
10/24/2016	DOT	7214	<a href="#">HSIP NCC, SR 71, Old Porter Road To SR 7</a>	11/22/2016
10/24/2016	OMB	7215	<a href="#">Delaware State Police Indoor Firing Range - HVAC Replacement</a>	12/15/2016
10/24/2016	NAT	8013	<a href="#">Agricultural Land Lease - Midlands Wildlife Area</a>	12/2/2016
10/24/2016	OMB	7212	<a href="#">Carvel State Office Bldg - 12th Floor Restroom Renovations</a>	11/17/2016
10/20/2016	HSS	8510	<a href="#">Administration of ICAP Assessments</a>	12/6/2016
10/20/2016	RCCD	3016	<a href="#">Wall Wrapping Services - Colonial and Red Clay Consolidated School Districts</a>	11/4/2016
10/19/2016	ASD	8110	<a href="#">Architectural Engineering Services - Appoquinimink School District</a>	11/9/2016
10/18/2016	DTCC	5510	<a href="#">DTCC Stanton and George Campus Non Credit Printing 2017</a>	11/1/2016

Register for e-mail notifications

What does UNSPSC mean?



# United Nations Standard Product & Services Code

Version 19.0501

Search Code

Search Title

marketing

Search

Code	Title
80140000	Marketing and distribution
80151505	Multinational marketing enterprises
80141612	Sales or marketing programs
80141505	Marketing plans
80141606	Direct marketing fulfillment
43231514	Sales and marketing software
80111602	Temporary marketing staff needs
80171603	Publicity and marketing advisory services
80141618	Sales marketing agencies including
60105409	Brand marketing or advertising instructional materials
86101717	Marketing professional training service
80171600	Publicity and marketing support services
80141603	Telemarketing
80141630	Direct marketing print service
80111704	Permanent marketing staff needs
80141501	Marketing analysis



# UNSPSC

marketing

Version 19.0501

Search Code

Search Title

Search

Code	Title
80140000	Marketing and distribution
80151505	Multinational marketing enterprises
80141612	Sales or marketing programs
80141505	Marketing plans
80141606	Direct marketing fulfillment
43231514	Sales and marketing software
80111602	Temporary marketing staff needs
80171603	Publicity and marketing advisory service
80141618	Sales marketing agencies including print
60105409	Brand marketing or advertising instructional materials
86101717	Marketing professional training service
80171600	Publicity and marketing support services

Consider Registering  
under Multiple Codes

80141612 - Sales or Marketing  
Programs

60105409 – Brand Marketing

80171600 – Publicity and Marketing  
Support Services

How does UNSPSC work?

XX Segment

The logical aggregation of families for analytical purposes

XX Family

A commonly recognized group of inter-related commodity categories

XX Class

A group of commodities sharing common characteristics

XX Commodity

A group of substitutable products or services

XX Business Function

The function performed by an organization in support of the commodity

Delaware uses only the first  
4 digits of a code sequence  
to capture the entire family

# Notification email

Dear Prospective Vendor Bruce,

The State of Delaware is actively soliciting for goods or services in the area where you have expressed an interest: UNSPSC Code "93140000 Community and social services"

Please visit <http://bids.delaware.gov/> page to view the solicitation announcement.

This email was not sent unsolicited. To update your areas of interest or UNSUBSCRIBE please click here: <https://denotificationservices.bbcportal.com/>, login and update your subscription choices.

\*Disclaimer - It is the responsibility of the vendor to check the solicitation website for any changes/updates prior to final submission and closing date. For details please click here: <http://bids.delaware.gov/>

## CONTACT INFORMATION

For questions concerning the Delaware Information Subscription Service, please email your questions to the Delaware Government Information Center at [gic@state.de.us](mailto:gic@state.de.us) with "Subscription Service" in the subject line.

# I See a Formal Procurement Opportunity! What Next?

- Is there a prebid meeting?
- Is there a deadline for questions?
- Is there a preceding contract?
  - Can you handle the demand?
    - Review aggregate spend and usage reports
  - Is your pricing competitive?
- Should you explore potential partnering opportunities?
  - OSD vendor database (certified directory)
  - Awarded Vendors List
    - Both can be accessed through <http://mymarketplace.delaware.gov>

# Tips for Responding to a Proposal

- The proposal response should contain at a minimum the following information:
  - TABLE of CONTENTS
  - Brief history of the organization, including accreditation status, if applicable
  - Applicant's experience, if any, providing similar services
    - At least three references are required other than State of DE
  - Financial information (balance sheets and income statements) for the past three years – when required
  - The methodology/approach to be used including a work plan and time line
  - Any pre-printed forms or information specifically identified in the bid document as being required

review the Minimum Requirements page

# Tips on Proposal Content



- Review the Evaluation Criteria
  - Specifically address these in your proposal
  - Remember you are writing to an audience that is not familiar with your organization
    - Evaluators need to be able to understand what is being proposed
      - Concise detail – clean, crisp, to the point while communicating the core capability
- Evaluators can only consider what is in the proposal
  - If you are an incumbent don't fall into the “they know me” trap
    - Include background, years in business, experience specific to the need, resources, reputation and references
      - Make sure your references know they may be contacted
- Respond to all requirements
  - Meeting minimum requirements gets you past the initial review
- If pricing format is not pre-determined, be sure your price structure is clear and all-inclusive.

# Electronic Catalog Submission

SOD Catalog Template.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	U	V	Z	AA	AB
	Category	UNSPSC	Part Number	Product Description	Packaging UOM	Corporate List(USD)	Product Size	Manufacturer Name	Manufacturer Part Number	Lead Time	Is Energy Star?	Is Green?	MSDS URL	Image URL	More Information URL
1															
2															
3															
4															
5															
6															
7															
8															

The first four words in a product description are weighted most heavily in search return logic

Link for product image

# More is Better

Search

Everything



Balances

Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

Results for: Everything : Balances



[larger image](#)

## OHAUS Triple Beam Balance Model 750-S0 from Effective Communication Strategies

175.95 USD

Part Number

702150

Manufacturer Info

702150 - (OHAUS)

xOSD Weight 5

Yes

1

Add to Cart

EA

[add favorite](#) | [compare](#)

no image  
available

## PerkinElmer Balance Beam Set, 2pc/set (TG/DTA220/320) - PE

2,172.96 USD

from Neta Scientific, Inc.

Part Number

PE-N5352021

Manufacturer Info

N5352021 - (PerkinElmer (PE))

1

Add to Cart

EA

[add favorite](#) | [compare](#)



# Proposal Evaluation Criteria

Item	Criteria	Points
1	Experience & qualifications of the offeror's proposed team members for this procurement	25
2	Offeror's proposed methodology to meet the overall scope of work	25
3	Offeror's ability to offer a solution compatible with the technical environment identified in RFP Section 2.5	30
4	Offeror's implementation plan as identified in RFP Section 3.20	30
5	Offeror's project plan, approach, and ability to meet milestones as identified in RFP Section 4.1	30
6	Offeror's communicated methodology in addressing organizational change management	15
7	Proposed Cost	40
TOTAL		195

# Review Your Proposal

- Did you effectively explain the process?
  - Are there any gaps in your strategy?
  - Is every requirement in the RFP fully addressed?
    - Are all required forms complete and signed where necessary?
  - Will someone other than you understand it?
  - Do not assume the reviewer reads minds
- Before you seal it up check for...
  - The correct number of copies in the correct format
    - CD's are readable
  - Signed Cover letter
  - Non-collusion statement is notarized
  - The delivery method will allow for the delivery before the deadline

# I Submitted a Proposal

- Will I be notified if I do not win?
  - Every entity that submits a proposal will receive written notification of the outcome of award
- I am a proposed subcontractor on the entire proposal
  - Will I be afforded the opportunity to attend any negotiation meetings with the respective agency?
    - Your relationship is with the awarded vendor. The prime vendor may be required to submit agreements or receive approval for sub-contractors prior to acceptance





There's not a contract?

# Procurement Thresholds – Understanding the dividing lines

Procurement Classification	Spend Range 1 (under threshold)	Spend Range 2 (under threshold)	Spend Range 3 (over threshold)
	Not advertised ★	Not advertised ★	
Materiel & Non Professional Services	Less than \$10,000 (annual spend) ←  Open Market Purchase	\$10,000 - \$24,999 (annual spend)  3 Written Quotes	\$25,000 and over (annual spend)  Formal Procurement (RFP/ITB)
Public Works	Less than \$50,000 (term of contract) ← Open Market	\$50,000 - \$99,999 (term of contract) 3 written Quotes	\$100,000 and over (term of contract) Formal Procurement
Professional Services	Less than \$50,000 (term of contract) ← Open Market	N/A	\$50,000 and over (term of contract) Formal Procurement

# Vendor Resources



MyMarketplace

**Delaware's Procurement Portal**

## VENDOR RESOURCES



- ▶ Bid Thresholds
- ▶ Business Licensing
- ▶ Selling to the State Guide
- ▶ Vendor Registration
- ▶ More Resources







# MyMarketplace Delaware's Procurement Portal

Office of Management and Budget / Government Support Services / MyMarketplace

## Home

[About MyMarketplace](#)

[Contact Information](#)

[Employment](#)

[Related Websites](#)

## Bids and Contracts +

## State Agencies +

## Vendors +

## Results Delaware +

## Vendor Resources

[Awarded Contract Directory](#)

[Bid Solicitation Directory](#)

[Bid Solicitation Instructions](#)

[Bid Thresholds](#)

[Business Registration and Licensing](#)

[Contact Information](#)

[Contract Process Flowcharts](#)

[Contracting & Procurement Process Overview](#)

[FAQs for Vendors and Suppliers](#)

[Office of Supplier Diversity \(OSD\)](#)

[Procurement Unit Contact List \(includes Schools, Fire Departments, State Agencies\)](#)

[Selling to the State Guide](#)

[Small Purchase Procedures](#)

[W-9 Form for vendors doing business with the State of Delaware](#)

[Vendor Usage Vendor Day – Understand How the State Does Business](#)

[Vendor Registration](#)

+ [Office of Supplier Diversity \(OSD\)](#)

+ [Public Works](#)





# Procurement Contacts

procurement-contacts.xls [Read-Only] [Compatibility Mode] - Microsoft Excel				
C157 LAKE FOREST SCHOOL DISTRICT				
	A	B	C	D
	NAME	TITLE	STATE AGENCY/SCHOOL DISTRICT/CITY/TOWN	ADDRESS
146	<b>SCHOOL DISTRICTS</b>			
147	CHUCK LONGFELLOW	FINANCE DIRECTOR	APPOQUINIMINK DISTRICT	118 SOUTH SIXTH STREET, ODESSA, DE 19730-4010
148	DAVID J. BLOWMAN	BUSINESS MANAGER	BRANDYWINE DISTRICT	1000 PENNSYLVANIA AVENUE, CLAYMONT, DE 19703-1237
149	SEAN SOKOLOWSKI	DIRECTOR, BUSINESS & FINANCE	CAPITAL SCHOOL DISTRICT	945 FOREST STREET, DOVER, DE 19904-3498
150	ADA CARTER	DIRECTOR, BUSINESS OPERATIONS	CEASAR RODNEY SCHOOL DISTRICT	P.O. BOX 188, 219 OLD NORTH ROAD, WYOMING, DE 19934-1252
151	OLIVER GUMBS	CHIEF FINANCIAL OFFICER	CAPE HENLOPEN SCHOOL DISTRICT	1270 KINGS HIGHWAY, LEWES, DE 19958-1798
152	ROBERT SILBER	DIRECTOR, BUSINESS	CHRISTINA SCHOOL DISTRICT	600 N. LOMBARD STREET, WILMINGTON, DE 19801-4499
153	KAREN S. THORPE	DIRECTOR, BUSINESS	COLONIAL SCHOOL DISTRICT	318 EAST BASIN ROAD, NEW CASTLE, DE 19720-4214
154	JEANNETTE STEELE	DIRECTOR, FINANCES	DELMAR SCHOOL DISTRICT	200 NORTH EIGHTH STREET, DELMAR, DE 19940-1399
155	PATRICK C. MILLER	CHIEF FINANCIAL OFFICER	INDIAN RIVER SCHOOL DISTRICT	31 HOOSIER STREET, SELBYVILLE, DE 19975
156	CHRISTINE C. DACOSTA	BUSINESS MANAGER	LAKE FOREST SCHOOL DISTRICT	5423 KILLENS POND ROAD, FELTON, DE 19943-9801
157	MARSHA MURPHY	FINANCIAL SECRETARY	LAUREL SCHOOL DISTRICT	1160 S. CENTRAL AVENUE, LAUREL, DE 19956-1413
158	TAMMY KOROSEC	CHIEF FINANCIAL OFFICER	MILFORD SCHOOL DISTRICT	906 LAKEVIEW AVENUE, MILFORD, DE 19963-1799
159	JASON S. HALE, CPA	DIRECTOR, BUSINESS	NEW CASTLE COUNTY VOTEC SCHOOL DISTRICT	1417 NEWPORT ROAD, WILMINGTON, DE 19804-3499
160	MARK DUFENDACH	BUSINESS MANAGER	POLYTECH SCHOOL DISTRICT	P.O. BOX 22-823 WALNUT SHADE ROAD, WOODSIDE, DE 19980-0022
161	JILL FLOORE	CHIEF FINANCIAL OFFICER	RED CLAY CONSOLIDATED SCHOOL DISTRICT	4550 NEW LINDEN HILL ROAD, WILMINGTON, DE 19808
162	DONNA BLACKBURN	DIRECTOR, ADMINISTRATIVE SERVICES	SEAFOORD SCHOOL DISTRICT	390 NORTH MARKET STREET EXTENDED, SEAFOORD, DE 19973-2612
163	JERRY GALLAGHER	DIRECTOR OF FINANCE MANAGEMENT	SMYRNA SCHOOL DISTRICT	22 SOUTH MAIN STREET, SMYRNA, DE 19977-1493
164	EDWARD SIEBERT, ED. D.	DIRECTOR, BUSINESS	SUSSEX TECHNICAL SCHOOL DISTRICT	P.O. BOX 351 -17137 COUNTY SEAT HIGHWAY, GEORGETOWN, DE 19947-0351
165	HEATH CHASANOV	SUPERINTENDENT	WOODBIDGE SCHOOL DISTRICT	16359 SUSSEX HIGHWAY, BRIDGEVILLE, DE 19933
166	<b>SCHOOL FACILITIES SUPERVISORS</b>			
167	ROBERT HERSHEY	SUPERVISOR, BUILDINGS & GROUNDS	APPOQUINIMINK SCHOOL DISTRICT	118 SOUTH SIXTH STREET BOX 4010, ODESSA, DE 19730-4010
168	JOHN READ	SUPERVISOR, FACILITIES	BRANDYWINE SCHOOL DISTRICT	3401 GREEN STREET CLAYMONT DE 19703
169	KEN STARK	SUPERVISOR, FACILITIES MANAGEMENT	CEASAR RODNEY SCHOOL DISTRICT	219 OLD NORTH ROAD, BOX 188, WYOMING, DE 19934-1252
170	BRIAN BASSETT	DIRECTOR OF ADMINISTRATION	CAPE HENLOPEN SCHOOL DISTRICT	1270 KINGS HIGHWAY, LEWES, DE 19958-1798
171	ELLIOTT HARDIN	BUILDINGS & GROUNDS	CAPITAL SCHOOL DISTRICT	945 FOREST STREET, DOVER, DE 19904-3498
172	KELLI RACCA	CHIEF OPERATIONS OFFICER	CHRISTINA SCHOOL DISTRICT	925 BEAR-CORBITT ROAD, BEAR, DE 19701
173	KAREN GILBERT	DIRECTOR, OPERATIONS	COLONIAL SCHOOL DISTRICT	318 E. BASIN ROAD, NEW CASTLE, DE 19720-4200
174	ROBERT SEARCEY	DIRECTOR OF FACILITIES	DELMAR SCHOOL DISTRICT	200 N. EIGHTH STREET, DELMAR, DE 19940-1399
175	JOHN ECKRICH	SUPERVISOR, BUILDINGS & GROUNDS	INDIAN RIVER SCHOOL DISTRICT	31 HOOSIER STREET, SELBYVILLE, DE 19975
176	ROBERT HART	BUILDINGS & GROUNDS	LAKE FOREST SCHOOL DISTRICT	5423 KILLENS POND ROAD, FELTON, DE 19943-9801
177	MONET WHALEY SMITH	SUPERVISOR, BUILDINGS & GROUNDS	LAUREL SCHOOL DISTRICT	1160 S. CENTRAL AVENUE, LAUREL, DE 19956-1413
178	HEINZ RETZLAFF	DIRECTOR, OPERATIONS	MILFORD SCHOOL DISTRICT	906 LAKEVIEW AVENUE, MILFORD, DE 19963-1799
179	PAUL IGNUDO	SUPERVISOR, FACILITIES MANAGEMENT	NCCVT SCHOOL DISTRICT	1417 NEWPORT ROAD, WILMINGTON, DE 19804-3499
180	MIKE KELLEY	SUPERVISOR, BUILDINGS & GROUNDS	POLYTECH SCHOOL DISTRICT	P.O. BOX 97, WOODSIDE, DE 19980-0097
181	MARCIN MICHALSKI	MANAGER, SCHOOL FACILITIES & MAINTENANCE	RED CLAY SCHOOL DISTRICT	1798 LIMESTONE ROAD, WILMINGTON, DE 19804-4198
182	ROY WHITAKER	SUPERVISOR, BUILDINGS & GROUNDS	SEAFOORD SCHOOL DISTRICT	390 N. MARKET STREET EXTENDED, SEAFOORD, DE 19973-2612

School Districts

School Facilities Supervisors

Charter Schools

Local Municipalities

Fire Departments

State Agencies

# Learn What Is Being Purchased



# Checkbook.delaware.gov

by Department by Category by Vendor/Payee **Summary** by Fund Type By Check Number Revenue

To View Summary, Begin Here:

\* Select a Period: FY 2016 Period 1 thru 2  
\* Select the Summary Type: by Department

Start Search

Clear

Department Summary

Name ↑	No. of Payments	Amount
ACADEMIA ANTONIA ALONSO	143	\$352,984.43
ACADEMY OF DOVER CHARTER SCHL	209	\$621,744.44
ADVISORY COUNCIL EXCEPTNL CITIZEN	51	\$41,041.28
APPOQUINIMINK SCHOOL DISTRICT	3,443	\$17,423,470.35
AUDITOR OF ACCOUNTS	142	\$403,007.64
BRANDYWINE SCHOOL DISTRICT	6,216	\$25,980,091.49
CAESAR RODNEY SCHOOL DISTRICT	4,080	\$17,117,156.97
CAMPUS COMMUNITY SCHOOL	347	\$635,766.30
CAPE HENLOPEN SCHOOL DISTRICT	3,800	\$15,333,670.01
CAPITAL SCHOOL DISTRICT	4,448	\$16,681,735.16
CHRISTINA SCHOOL DISTRICT	7,972	\$44,984,813.13
COLONIAL SCHOOL DISTRICT	4,214	\$12,291,859.14
DE ACADEMY OF PUB SAFETY	11	\$791,142.40
DE COLLEGE PREPARATORY ACADEMY	76	\$305,924.20
DEL. TECH AND COMM COLLEGE	11,619	\$28,982,005.73
DELAWARE DESIGN-LAB HS	29	\$57,215.19
DELAWARE MILITARY ACADEMY	184	\$1,194,188.72
DELAWARE NATIONAL GUARD	1,340	\$2,693,068.21
DELAWARE STATE UNIVERSITY	3,479	\$14,685,372.84
DELMAR SCHOOL DISTRICT	841	\$2,188,426.49
DEPARTMENT OF AGRICULTURE	2,439	\$7,620,920.16
DEPARTMENT OF EDUCATION	3,263	\$27,212,777.81
DEPARTMENT OF ELECTIONS	330	\$985,612.19
DEPT OF CORRECTIONS	5,642	\$46,234,622.19

by Department by Category by Vendor/Payee **Summary** by Fund Type By Check Number

To View Summary, Begin Here:

\* Select a Period: FY 2016 Period 1 thru 2  
\* Select the Summary Type: by Category  
Department: --All--

Start Search

Clear

Category Summary

Category ↑	No. of Payments	Amount
ABANDONED PROPERTY	830	\$2,359,553.78
ACADEMIC EXCELLENCE	113	\$2,093,022.82
ADMIN ASSISTANTS	105	\$339,553.93
ADMIN SECRETARIES	206	\$647,106.53
ADMINISTRATIVE SUPPLIES	106	\$39,747.47
ADOPTION ASSISTANCE	2	\$217,412.80
ADOPTION MED PSYCH SUBSIDY	5	\$6,600.00
ADOPTION SUBSIDY	2	\$309,066.27
ADVERTISING	542	\$2,898,050.60
AGRICULTURE	46	\$110,118.87
ANNUAL CHRGs-RES GRP HOMES	2	\$1,744.20
APPOINTMENT OFFICIALS SALs	273	\$1,165,778.81

by Department by Category by Vendor/Payee **Summary** by Fund Type By Check Number

To View Summary, Begin Here:

\* Select a Period: FY 2016 Period 1 thru 2  
\* Select the Summary Type: by Vendor/Payee  
Department: --All--

Start Search

Clear

Vendor/Payee Summary

Vendor/Payee ↑	No. of Payments	Amount
1 BROOKSIDE DRIVE LLC	1	\$1,800.00
110 WATER STREET	1	\$10,709.06
13 THE CIRCLE LLC	2	\$18,356.30
1984 SYSTEMS INC	2	\$3,972.60
1ST CHOICE LOCK AND SAFE LLC	17	\$7,965.95
1ST CLASS GLASS LLC	1	\$1,390.00
1st STATE ELEVATOR INC	3	\$870.00
1ST STATE POWER CLEAN LLC	6	\$9,567.50
2 3 MILL ROAD LLC	17	\$56,104.39
2 MILE HOLDINGS LLC	1	\$300.00
213 GROUP LLC	1	\$19,535.00
21ST CENTURY FOR DELAWARE S CHILDREN INC	1	\$922.00
21ST CENTURY LEARNING INNOVATIONS INC	1	\$4,506.99
21st Century Oncology	1	\$15.00
22ND CENTURY STAFFING INC	13	\$25,509.50

New view

# [Checkbook.delaware.gov](http://Checkbook.delaware.gov)

## Delaware Open Checkbook

Open Checkbook is part of our commitment to improving transparency by providing a guided view through complex financial information.

This site provides a guided view through financial transactions and provides a transparent look at how we allocate public funds. The charts, graphs, and tables below are all highly interactive and we invite you to explore.

[Read More](#)

Common Questions

Search by Department, Vendor, Category.

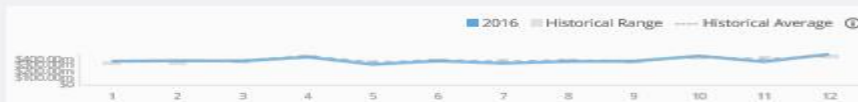
### Spending Summary 2016

Total Spending  
**\$4.58 Billion**

Total Transactions  
**728,611**

Total general, federal, and special fund spending.

[Explore All Spending](#)



#### Top Department

**\$1.46 Billion**

EXECUTIVE

##### Top 5

1. EXECUTIVE
2. DEPT OF TRANSPORTATION
3. RED CLAY CONSOLIDATED SCH DIST
4. STATE TREASURER
5. DEPT OF NATRL RES AND ENV CONT

[Show Chart](#)

#### Top Vendor

**\$507.13 Million**

OTHER EMPLOYMENT COSTS BENEFITS

##### Top 5

1. OTHER EMPLOYMENT COSTS BENEFITS
2. HIGHMARK HEALTH SERVICES
3. NORTHERN TRUST COMPANY
4. MEDCO HEALTH SOLUTIONS INC
5. UNIVERSITY OF DELAWARE

[Show Chart](#)

#### Top Expense Category

**\$768.32 Million**

MEDICAL - EMPLOYER

##### Top 5

1. MEDICAL - EMPLOYER
2. SALARIES WAGES-EMPLOYEES
3. TEACHERS
4. INVESTMENTS
5. PENSIONS EMPLOYER S SHARE

[Show Chart](#)

<http://pcard.accounting.delaware.gov>

by Department by Merchant Category by Merchant Summary

Active sort !

Begin Your Department Search Here:

Select a Period:

FY2016-MNTH-JUL

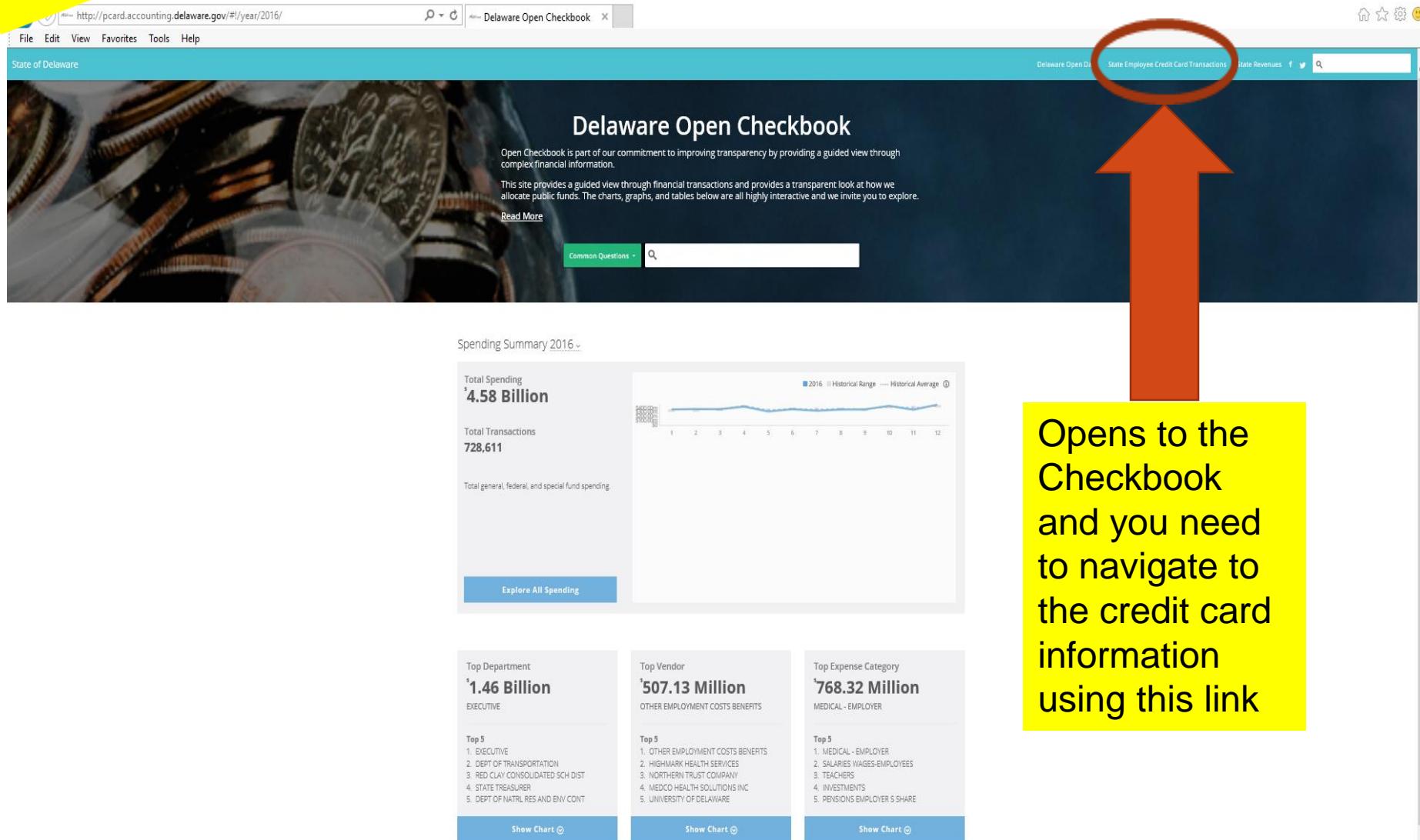
Click on Department Name to Expand or Collapse

ADVISORY COUNCIL EXCEPTNL CITIZEN	1 Transactions	\$504.59
DELAWARE NATIONAL GUARD	32 Transactions	\$8,214.47
DEPARTMENT OF AGRICULTURE	2 Transactions	\$58,370.95
DEPARTMENT OF CORRECTION	8 Transactions	\$1,162,446.33
DEPARTMENT OF EDUCATION	1,915 Transactions	\$593,077.89
DEPARTMENT OF ELECTIONS	38 Transactions	\$6,908.20
DEPARTMENT OF FINANCE	160 Transactions	\$105,121.42
DEPARTMENT OF LABOR	230 Transactions	\$56,537.00
DEPARTMENT OF STATE	506 Transactions	\$135,381.48
DEPT OF HEALTH SOCIAL SVS	728 Transactions	\$156,825.91
DEPT OF SAFETY HOMELAND SEC	633 Transactions	\$164,672.49
DEPT OF TECHNOLOGY INFORMATI	189 Transactions	\$894,460.25
DEPT OF TRANSPORTATION	1,974 Transactions	\$960,687.07
DPT OF NATURL RES ENV CONTRL	1,587 Transactions	\$337,247.15
EXECUTIVE	360 Transactions	\$201,253.94
FIRE PREVENTION COMMISSION	46 Transactions	\$5,317.68
HIGHER EDUCATION	1,302 Transactions	\$592,906.29
JUDICIAL	288 Transactions	\$80,036.35



New view

<http://pcard.accounting.delaware.gov>



Opens to the Checkbook and you need to navigate to the credit card information using this link

New view

<http://pcard.accounting.delaware.gov>



Home Datasets How-To Developer

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Find in this Dataset

## State Employee Credit Card Transactions

Financial data related state employee credit card transactions. See Chapter 12 within the State of Delaware Budget and Accounting Manual at this link: <http://www.budget.delaware.gov/accounting-manual/documents/chapter12.pdf?ver=0829>.

Navigation tools



	FISCAL_YEAR	FISCAL_PERIOD	DEPT_NAME	DIV_NAME	MERCHANT	CAT_DESCR	TRANS_DT	MERCHANDISE_AMT
1	2011		1 DEPT OF LABOR	VOCATIONAL REHABILITATION SVCS	IMAGISTICSINV 414232666	BUSINESS SERVICES-NOT ELSEWHERE CLA	05/08/2010	108
2	2011		1 DEPT OF LABOR	VOCATIONAL REHABILITATION SVCS	IMAGISTICSINV 414232694	BUSINESS SERVICES-NOT ELSEWHERE CLA	05/08/2010	24.37
3	2011		1 DEPT OF LABOR	VOCATIONAL REHABILITATION SVCS	IMAGISTICSINV 414233168	BUSINESS SERVICES-NOT ELSEWHERE CLA	05/08/2010	108
4	2011		1 DEPT OF LABOR	VOCATIONAL REHABILITATION SVCS	IMAGISTICSINV 414233193	BUSINESS SERVICES-NOT ELSEWHERE CLA	05/08/2010	9
5	2011		1 DEPT OF LABOR	VOCATIONAL REHABILITATION SVCS	IMAGISTICSINV 414233220	BUSINESS SERVICES-NOT ELSEWHERE CLA	05/08/2010	108
6	2011		1 DEPT OF LABOR	VOCATIONAL REHABILITATION SVCS	IMAGISTICSINV 414366294	BUSINESS SERVICES-NOT ELSEWHERE CLA	06/12/2010	9
7	2011		1 DEPT OF LABOR	VOCATIONAL REHABILITATION SVCS	IMAGISTICSINV 414366928	BUSINESS SERVICES-NOT ELSEWHERE CLA	06/12/2010	17
8	2011		1 DEPT OF HEALTH AND SOCIAL SV	CHILD SUPPORT SERVICES	IMAGISTICSINV 203515918	BUSINESS SERVICES-NOT ELSEWHERE CLA	06/16/2010	153
9	2011		1 DEPT OF HEALTH AND SOCIAL SV	CHILD SUPPORT SERVICES	IMAGISTICSINV 203515918	BUSINESS SERVICES-NOT ELSEWHERE CLA	06/16/2010	297
10	2011		1 DEPT OF AGRICULTURE	ANIMAL HEALTH	CHARGEBACK CREDIT	INTERNAL TRANSACTION	06/19/2010	-32.88
11	2011		1 DEPT OF AGRICULTURE	FOREST SERVICE	DOVER RENT-ALL	EQUIPMENT RENTAL/LEASING SVS FURNITU	06/23/2010	109.6
12	2011		1 DEPT OF NATRL RES AND ENV CONT	OFFICE OF THE SECRETARY	MOUNTAIN VIEW GRAND RESOR	OTHER SERVICES NOT ELSEWHERE CLASSI	06/23/2010	-149
13	2011		1 DEL TECH AND COMM COLLEGE	DTCC - STANTON CAMPUS	KEEN COM GAS-NEW CASTL	INDUSTRIAL SUPPLIES NOT ELSEWHERE C	06/25/2010	2,354.86
14	2011		1 DEL TECH AND COMM COLLEGE	OWENS CAMPUS	FISHER AUTO PARTS	AUTOMOTIVE PARTS ACCESSORIES STORE	06/25/2010	-209.12
15	2011		1 DEL TECH AND COMM COLLEGE	OWENS CAMPUS	FISHER AUTO PARTS	AUTOMOTIVE PARTS ACCESSORIES STORE	06/25/2010	253.84
16	2011		1 DEPT OF EDUCATION	E PENCADER BUSINESS AND FINA	A STITCH IN TIME	ACCESSORY AND APPAREL STORES-MISCEI	06/25/2010	1,755.48



Office of Management and Budget  
**Government Support Services**



Contracting employee mans table at the Alliance Mid-Atlantic Small Business Procurement Fair

### Latest News

Government Support Services has been awarded the 21st Annual Achievement of Excellence in Procurement for 2016 from the National Procurement Institute (NPI). NPI is recognized as the public sector affiliate of purchasing for federal, state, county, and municipal government entities, public school systems, universities, and other public and nonprofit institutions in the United States. This award recognizes public and non-profit organizations that obtain the highest standards of innovation, professionalism, e-procurement, productivity, and leadership at the national level.

Contracting	Copier Management	Fleet Services
Food Distribution Program	Messenger Services	Office of Supplier Diversity
PHRST	Printing and Publishing	Surplus Services



#### Home

- About Agency
- Contact Information
- Employment
- Frequently Asked Questions
- Related Websites



#### Services

- Agency Bid Process Forms
- Auctions
- eMarketplace
- I Found It Cheaper
- Vehicle Reservations



#### Information

- Bid Solicitations / Awarded Contracts
- Customer Service Feedback
- Fleet Fueling Locations
- Forms
- State Location Codes (SLC)




Government Support Services  
Contact | Delaware Code

 RSS

 Share



# Supplier Diversity <http://gss.omb.delaware.gov/osd/index.shtml>



Office of Management and Budget  
**Government Support Services**


Office of Management and Budget / Government Support Services

**Home**

- About Agency
- Contact Information
- Employment
- Forms
- Frequently Asked Questions
- Related Websites

**Services** +

**Information** +



OFFICE OF SUPPLIER DIVERSITY

"Our mission is to assist the entire supplier diversity community of minority, women, veteran, service disabled veteran, and individuals with disabilities owned businesses as well as small businesses of a unique size in competing for the provision of commodities, services, and construction to State departments, agencies, authorities, school districts, higher education institutions and all businesses."

[Directory of Certified Businesses](#)


*What Would You Like To Do?*

[Become Certified](#) as a diverse supplier (minority, women, veteran, service disabled veteran, and individuals with disabilities owned businesses) or a Small Business Focus (SBF) program vendor.

Research procurement opportunities with the State of Delaware

- [Register](#) to receive State procurement opportunities
- Find current State procurement opportunities on our [Bids Portal](#)

Honoring Our Veterans for their Service, Sacrifice



0:00 / 2:00 YouTube

# What Is a Diversity Supplier?

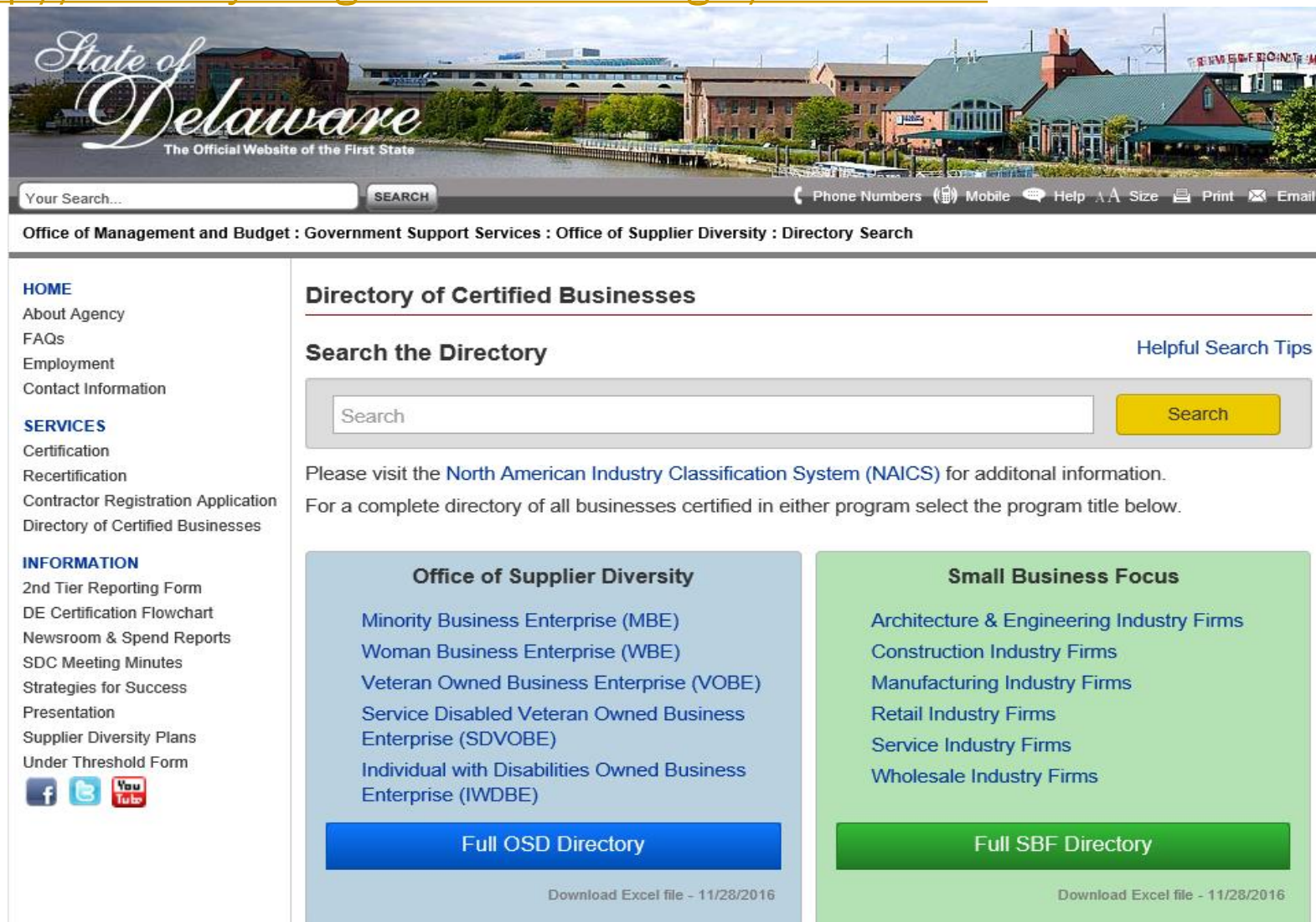
- A for-profit business 51% or more owned, controlled and actively managed by one or more:
  - Woman
  - Minority
  - Veteran / Service Disabled Veteran
  - Individual with a Disability

## What About the Small Business Focus Program?

Industries	NAICS <sup>1</sup> sectors* (initial code numbers)	eligibility and graduation point size caps	
		FTE (full time equivalents)	Gross sales
		Based upon a 3 year average	
Architecture & Engineering Services	541 237	none	< \$3,500,000
Construction	23	< 250	< \$7,000,000
Manufacturing	31 32 33	< 250	none
Retail	42 44 45	< 25	< \$3,500,000
Service	various	< 50	< \$3,500,000
Wholesale	42	< 50	none

# Online Directory OSD & SBF

<http://directory.osd.gss.omb.delaware.gov/index.shtml>



**State of Delaware**  
The Official Website of the First State

Your Search... **SEARCH**

Phone Numbers Mobile Help Size Print Email

Office of Management and Budget : Government Support Services : Office of Supplier Diversity : Directory Search

**HOME**  
About Agency  
FAQs  
Employment  
Contact Information

**SERVICES**  
Certification  
Recertification  
Contractor Registration Application  
Directory of Certified Businesses

**INFORMATION**  
2nd Tier Reporting Form  
DE Certification Flowchart  
Newsroom & Spend Reports  
SDC Meeting Minutes  
Strategies for Success  
Presentation  
Supplier Diversity Plans  
Under Threshold Form

**Directory of Certified Businesses**

**Search the Directory** [Helpful Search Tips](#)

Search **Search**

Please visit the [North American Industry Classification System \(NAICS\)](#) for additional information.  
For a complete directory of all businesses certified in either program select the program title below.

**Office of Supplier Diversity**

- Minority Business Enterprise (MBE)
- Woman Business Enterprise (WBE)
- Veteran Owned Business Enterprise (VOBE)
- Service Disabled Veteran Owned Business Enterprise (SDVOBE)
- Individual with Disabilities Owned Business Enterprise (IWDBE)

**Full OSD Directory**

Download Excel file - 11/28/2016

**Small Business Focus**

- Architecture & Engineering Industry Firms
- Construction Industry Firms
- Manufacturing Industry Firms
- Retail Industry Firms
- Service Industry Firms
- Wholesale Industry Firms

**Full SBF Directory**

Download Excel file - 11/28/2016



# Diversity Supplier Detail

## Moorway Painting Management Contracting Co., Inc.

OSD

SBF

**OSD Certification Number:** DE03100377

**SBF Certification Number:** SBF14011001

**ATTN:** Rahim El

**Address:** 3037 N. Market Street  
Wilmington, DE 19802

**Phone:** 302-764-5002

**Fax:** 302-633-6109

**Email:** rahimel@moorwaymanagement.com

**Website:** www.moorwaymanagement.com

### Business Description:

General contracting services, our specialty services to others are: framing and drywall systems, painting and industrial coatings, property management, and maintenance services.

### NAICS Description(s):

236118 -- Residential Remodelers

238310 -- Drywall and Insulation Contractors

238320 -- Painting and Wall Covering Contractors

### Associated Group(s):

**OSD Industry Type:** Building Trade

**SBF Industry Type:** Construction

**OSD Certification:** DelDOT, MBE, WilmCity

**OSD Type:** African American, Small Business

## P.C. Supplies, Inc.

SBF

**SBF Certification Number:** SBF14041023

**ATTN:** R. Scott Martin

**Address:** 1003 S. Chapel Street, Suite A  
Newark, DE 19702

**Phone:** 302-368-4800

**Fax:** 302-368-5288

**Email:** Scott@PCSupplies.com

**Website:** www.PCSupplies.com

### Business Description:

P.C. Supplies is a local company providing IT products and services. Products include but are not limited to: computers, parts, peripherals, network, switches, routers, software, printers, supplies, projectors, cameras, DVR's, consulting, repair, toners, ink, fax machines, laptops, servers, security, cables, GPS, keyboards, mice, CD's, DVD's surge protectors, UPS, backup drives, Microsoft, Adobe, Acronis, Symantec, Western Digital, LaCie, Kingston, Kensington, Logitech, Tripp Lite, APC, Maxell, Fujitsu, Hewlett Packard, Compaq, IBM, Lenovo, Acer, Viewsonic, Dell, Brother, Canon, Fuji, Hitachi, Epson, Cicso, Symbol, Xerox, Zebra, Lexmark, OKI, OKIDATA, Samsung, LG, Planar, Getal, Panasonic, Axis, Wacom, Adesso, ASUS, SYBA, Imation, DYMO, Fargo, Fluke Networks, Cony, Konica Minolta, WASP, Verbatim, Startech, SIIG, 3M, Kodak, Metro Vac, Toshiba, Belkin, Blackbox, Bosch, C2G, Cyberpower, D-Link, Batteries, InFocus, Honeywell Speco, Viewz, Intel, Lorex, Night Owl, Memorex, TDK, Motorola, NEC, Netgear, Linksys, WYSE, Audio, Video, Data, Storage, Anti-virus education, Academic. Services include: Consulting – Networking, Systems

### Associated Group(s):

**SBF Industry Type:** Retail, Service, Wholesale

**OSD Type:** Small Business

# Supply Diversity: Plans, Council, Liaisons

## *Supplier Diversity Plans*

Supplier diversity is the proactive business process that seeks to provide suppliers equal access to supply management opportunities. If you have any questions regarding an Agency supplier diversity plan, you can contact the Agency Minority and Women Business Liaison. [View Contact Information.](#)

[Office of Management and Budget](#)

[Department of State](#)

[Department of Natural Resources and Environmental Control](#)

[Delaware State Housing Authority](#)

[Department of Health and Social Services](#)

[Department of Education](#)

[Department of Technology and Information](#)

[Department of Agriculture](#)

[Division of Children Youth and Their Families](#)

[Department of Correction](#)

## *Governor's Supplier Diversity Council*

[Supplier Diversity Council Members](#)

[SDC Meeting Minutes](#)

[Diversity and Small Business Liaisons](#)

The Supplier Diversity Council (SDC) was created by [Executive Order #14](#) which was replaced by [Executive Order #44](#) - Increasing Supplier Diversity Initiatives Within State Government

The purpose of the Council shall be:

- a. Advocate for the State of Delaware's supplier diversity initiatives;
- b. Offer training and information on the tools necessary for successfully doing business with the State of Delaware as a minority and/or women business enterprise, a veteran-owned business enterprise, a business owned by Individuals with Disabilities, and the businesses eligible for the Small Business Focus Program;
- c. Help maximize supplier diversity among the State agencies, and help increase contracting opportunities for qualified minority, women, veteran-owned business enterprises, businesses owned by Individuals with Disabilities, and the businesses eligible for the Small Business Focus Program;
- d. Develop criteria for evaluation of supplier diversity initiatives pursuant to this Executive Order;
- e. Identify potential impediments, if any, concerning supplier diversity within State government, and develop strategies to eliminate these impediments, including the elimination of impediments that limit all supplier diversity businesses from participating in contracting opportunities;

# Success Strategy

- Review Checkbook and P-card Online
  - Filter to your market sector
    - Identify what is being bought and what Agencies are buying
- Refer to the Procurement Unit Contact List
  - Find the contact person(s) for the Agency(s) buying what you sell
- Review the Agency Supplier Diversity Plan
  - Determine how your business structure (Diversity or Small Business) might coincide
- Craft a needs resolution statement – begin building a relationship
  - Briefly describe how you can help

**[Delaware Sustainable Energy Utility and EnSave Announce New Program for Delaware Farms](#)**

Sep 9 2016

The Delaware Sustainable Energy Utility is pleased to announce the launch of the Energize Delaware F... [details](#)

**[UD Energy Audits of Delaware Schools Reveal Huge Potential Cost Savings](#)**

Aug 18 2016

Dover, DE August 9, 2016 Faculty and students of the University of Delaware s



Click on one of the icons below to learn more

LEGEND: H=Homes | B=Businesses

[Public & Non-Profits](#) > Performance Contracting Program

## Performance Contracting Program

### Energize Delaware's Performance Contracting Program

Energize Delaware's Performance Contracting Program is a comprehensive energy saving program directed at schools, universities, municipalities, hospitals and other non-profits and privately held institutions. The program provides a comprehensive approach to assess energy use and to implement energy and water efficiency improvement projects by providing contractual and financing mechanisms to execute the upgrades with minimal financial risk.

The Performance Contracting program uses long-term utility cost savings derived from implementation of the projects to fund the improvements and is delivered through a pool of area [Energy Services Companies \(ESCOs\)](#) who have been pre-qualified. The ESCOs offer guaranteed energy savings which cover annual payments for project costs, usually over a contract terms of 15 to 20 years. This [Program Guidebook](#) details the steps in the process.

Typically, Performance Contracting makes sense if the following criteria are met:

- Your annual utility bills are in excess of \$100,000
- No large-scale lighting efficiency upgrade has been performed
- The facility is not scheduled for closure or major remodeling within the next five years
- Recent energy audits have identified significant energy conservation opportunities
- The equipment in your facility is nearing the end of its useful life, or has high maintenance and repair costs.



# Delaware Economic Development Office

<http://dedo.delaware.gov>

The screenshot shows the homepage of the Delaware Economic Development Office. The header features a dark blue background with white text for navigation: "News & Events", "About us", "Incorporate Here", "Relocate/Expand Here", and "Start a Business Here". Social media icons for Twitter, Facebook, YouTube, and LinkedIn are on the right. Below the header, the "DELAWARE ECONOMIC DEVELOPMENT OFFICE" logo is on the left, with the tagline "Right Place. Right Size." in yellow. A horizontal menu includes "BUSINESS CLIMATE", "INDUSTRIES", "SMALL BUSINESS", "INCENTIVES", and "LIVING HERE", followed by a green "TALK TO US" button. The main content area has a large blue banner for "Services for Developers" with a white house icon and a "Downtown Development Districts Grant Program" section featuring a circular logo and a red "CLICK HERE" button with a hand cursor icon and the text "TO LEARN MORE". To the right, a yellow and blue box promotes "Relocate or expand here." with a pink location pin icon and the text "Find available sites & buildings." Below this, a white box contains a quote from Gov. Jack Markell and a green circular arrow icon.

News & Events About us Incorporate Here Relocate/Expand Here Start a Business Here

DELAWARE  
ECONOMIC DEVELOPMENT OFFICE  
Right Place. Right Size.

BUSINESS CLIMATE INDUSTRIES SMALL BUSINESS INCENTIVES LIVING HERE TALK TO US

Services for Developers

Downtown Development Districts Grant Program

CLICK HERE TO LEARN MORE

Relocate or expand here.  
Find available sites & buildings.

Gov. Jack Markell explains what makes Delaware the right place for business.



# Department of Transportation

<http://www.deldot.gov>

## CIVIL RIGHTS



Calendar

### Disadvantaged Business Enterprise (DBE) Program



### Welcome to the DelDOT Disadvantaged Business Enterprise (DBE) Program

The US Department of Transportation (USDOT) DBE regulations require recipients of federal financial assistance to establish goals for the participation of disadvantaged businesses. The regulations also require states to certify the eligibility of DBE firms to participate in their USDOT-assisted contracts. DelDOT evaluates each of their USDOT-assisted contracts and establishes contract specific DBE goals to ensure nondiscrimination in federally-assisted projects.

The major objectives of the DelDOT DBE Program are:

- To ensure nondiscrimination in the award and administration of all DelDOT contracts;
- To create a level playing field on which small businesses and DBE's can

Vendor Day December 2016

- ※ [Civil Rights Home](#)
- ※ [DBE Home](#)
- ※ [Application](#)
- ※ [Contact Us](#)
- ※ [DBE Directory](#)
- ※ [DBE Newsletter](#)
- ※ [Federal Regulations](#) ⓘ
- ※ [Forms and Publications](#)
- ※ [Related Links](#)



Ramon Ceballos  
DBE Program  
Manager at  
DelDOT  
302.760.2032

DelDOT's DBE  
program  
addresses  
transportation  
projects involving  
Federal funding  
and includes  
economic and  
social eligibility  
requirements

# Key Considerations for Public Works

- **Prequalify** (Division of Facilities Management)
- **Register** (DeIDOT)
- Carpentry, Concrete Controls, Electric Power, Flooring, Masonry, Mechanical, Painting, Plumbing, Site work, Testing & Balancing, General Contracting, Roofing, etc.
- Years of experience as a contractor
- List of past projects
- Bonding not required but beneficial
- ★ Public works projects less than \$100,000 are not advertised
- ★ Drug Testing is required on all projects over \$100,000
  - New as of January 1, 2016

# Public Works – Prequalify with Division of Facilities Management



Office of Management and Budget  
**Division of Facilities Management**

<http://dfm.delaware.gov/>



New Castle County Courthouse, Wilmington

## Welcome

The Division of Facilities Management supports the activities of state government by accommodating state agencies' space needs, maintaining state facilities, and by implementing programs and initiatives to ensure each facility is energy efficient, architecturally accessible and environmentally safe. We ensure that all demolition, renovation, and new construction of state buildings meets the latest standards of construction technology, building and life safety codes and space standards through plan review, technical oversight and assistance.

*Christopher Prosser, Acting Director*

Bids and Public Notices

Environmental Services

Professional Services

Prequalification

Construction Management

Maintenance Services



**Home**

About Agency  
Calendar of Events  
Employment  
Forms



**Services**

Architectural Accessibility  
Energy & Environment  
Public Works Bidding  
Real Property



**Information**

Awarded Contracts  
Capitol Complex / Legislative Mall  
Delaware Code  
Frequently Asked Questions

**NOTE: Prequalification is annual**

RSS

Share



# Facilities Planning and Construction Information

## Contact Information

### Office Hours

8:00 a.m. - 4:30 p.m., Monday through Friday

### Telephone

(302) 739-5644

New Castle County	Kent County	Sussex County
Carvel State Office Building 820 North French Street Wilmington, DE 19801 Phone: 302.577.8190 Fax: 302.577.2773	Thomas Collins Building 540 S. Dupont Highway Suite 1 Dover, DE 19901 Phone: 302.739.5644 Fax: 302.739.6148 Fax: 302.739.3037 Maintenance & Grounds 192 Transit Lane Dover, DE 19901 Phone: 302.739.4611 Fax: 302.739.3127	Sussex Maintenance Shop 23708 Shortly Road Georgetown, DE 19974 Phone: 302.856.5817 Fax: 302.856.5984

### Director's Office

[Michael Svaby](#), Director

[Christopher Prosser](#), Deputy Director

[Natalie Curran](#), Office Manager

### Architectural Accessibility

[Jennifer Lieber](#), Administrator

### Building Maintenance, Custodial and Grounds

[Doug Minner](#), Chief of Maintenance Operations

Office: 302.739.4611

[Mike Jacobs](#), New Castle County Maintenance Superintendent

Office: 302.577.8190

[Don Gerardi](#), Sussex County Maintenance Superintendent

Office: 302.856.5817

### Construction and Project Management Services

[Alisha McCullough](#), Construction Project Administrator

### Energy and Environment

[Megan Stanley](#), Energy Resource Manager

### Engineering and Professional Services

[Mark DeVore](#), P.E., Chief of Engineering and Operations

### Environmental Services

[Doyle Tiller](#), Indoor Air Quality Program Manager

### Real Property

[Donna Diaz](#), Real Property Specialist

# Outside Resources / Assistance

- Procurement Technical Assistance Center (PTAC)
  - Education in responding to State, Federal, and Corporate bidding opportunities
  - <http://www.delawarecontracts.com/>
- DBE Certification at City of Wilmington
  - participate in the procurement process and performance of City contracts
  - PrimeConnections – educational development programming for construction industry minority owned businesses
- Small Business Development Center (SBDC)
  - One-on-one assistance for business owners and individuals starting a business
  - In all 3 Counties
  - <http://delawaresbdc.org/>

# Open for Business

- **Multiple Resource Partners in One Place**

- Small Business Administration (SBA)
- SCORE (business mentoring)
- Procurement Technical Assistance Center (PTAC)
- Small Business Development Center (SBDC)
- Delaware Economic Development Office (DEDO)
- USDA (financing support and grants)
- Delaware Government Support Services Contracting and OSD
- ...More

- Kent County (Dover) — 1<sup>st</sup> Thursday every month
- Sussex County (Georgetown) — 3<sup>rd</sup> Thursday every month
- New Castle County (New Castle) — 4<sup>th</sup> Thursday every month

# Resources Reminder

- <http://mymarketplace.delaware.gov>
  - Vendor Resources
    - Selling to the State Guide
    - Procurement Unit Contact List
    - Strategies for Success
    - Contracting & Procurement Process Overview
  - Related Links
    - Office of Supplier Diversity - <http://gss.omb.delaware.gov/osd/index.shtml>
    - Small Business Administration Resource Guide <https://www.sba.gov/about-sba/what-we-do/resource-guides>
    - Business Licensing [http://revenue.delaware.gov/information/faqs\\_lic.shtml](http://revenue.delaware.gov/information/faqs_lic.shtml)



# MyMarketplace Delaware's Procurement Portal



## Welcome

The State of Delaware Procurement Portal is an all-inclusive site providing information on how to do procurement business with the state.

The Contracting unit within Government Support Services manages all statewide contracts for goods and services and administers agency contracts, as requested. This team is the State of Delaware's central contracting unit that acts on behalf of State agencies, local government units, authorized volunteer fire companies, and School Districts.

Contact State and Local Contracting Officers for Assistance

## VENDOR RESOURCES



- ▶ Bid Thresholds
- ▶ Business Licensing
- ▶ Selling to the State Guide
- ▶ Vendor Registration
- ▶ More Resources

## RESULTS DELAWARE



- ▶ Aggregate Contract Usage
- ▶ Environmental Impact
- ▶ Outreach by Contract
- ▶ Public Works Opportunities
- ▶ More Resources